



Distribution Report



If your survey is Private With Unique Key:

View drop down menu

Date survey was sent

Search for email ids

View: All Invitees Showing: 1-4 Find Email ID: Go

[Delete](#) | [Opt Out](#) | [Cancel Opt Out](#) | [Exclude from reports](#) | [Include in reports](#) | [Export all invitees](#)

| <input type="checkbox"/> | Opt Out Status | Email Address | Sent Date | Status | IP Address | Participation Date |
|--------------------------|----------------|----------------------|-------------------|------------|--------------|--------------------|
| <input type="checkbox"/> | -- | tmastrorio@zarca.com | 26-Jan-09 4:07 PM | Queued | -- | -- |
| <input type="checkbox"/> | -- | support2@zarca.com | 26-Jan-09 4:07 PM | Email Read | -- | -- |
| <input type="checkbox"/> | -- | hkavanaugh@zarca.com | 26-Jan-09 4:07 PM | Completed | 12.28.182.28 | 26-Jan-09 4:07 PM |
| <input type="checkbox"/> | -- | mmagee@zarca.com | 26-Jan-09 4:07 PM | Queued | -- | -- |

If the user chose to opt out

Emails of everyone you sent your survey to (If it is non anonymous)

If they participated their IP address will be displayed. Otherwise it will say email read or not participated

Date of participation

View: All Invitees Showing: 1-38

[Delete](#) | [Opt Out](#) | [Cancel Opt Out](#) | [Exclude from reports](#) | [Include in reports](#) | [Export all invitees](#)

☐ Opt Out

☐ ...

☐ Bounced

☐ Test Invites

Remember: if your survey is NOT Private With Unique Key you lose most of these participation tracking features

From the "View" drop down you can see:

- All invitees you sent the invite to
- Everyone who responded to the survey
- Any responses you chose to exclude from reporting
- Any invites scheduled to go out
- Any reminders scheduled to go out
- Any emails that bounced back
- Test invites that were sent

If your survey is private with common key, or public you will be able to see:

- Opt out status
- Email address
- Sent date
- The "all responses" view
 - but they are not linked to the email addresses
- Scheduled invites
- Bounced emails
- Test invites sent